



MuckRock News
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Pennington County Sheriff's Office, Pennington County
North Dakota Open Records Law Office
300 Kansas City St #100,
Rapid City, SD 57701

August 8, 2019

To Whom It May Concern:

Pursuant to the North Dakota Open Records Law, I hereby request the following records:

Any and all records and materials related to this agency's procedures and policies for the processing of requests made under the North Dakota Open Records Law.

Please provide all manuals, directives, instructions, or other guiding materials for the search, redaction, and release of materials, in addition to any other records related to the processing of public records requests, including but not limited to guides to internal file systems, email searches, and record retention and destruction.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Beryl Lipton

Filed via MuckRock.com
E-mail (Preferred): 78547-87564124@requests.muckrock.com

For mailed responses, please address (see note):
MuckRock News
DEPT MR 78547